

# Minutes

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## MEETING OF THE LIBRARY AND ARCHIVES MASTER PLAN STEERING GROUP

January 21, 2013, 10:00 a.m.

Room 210, Stauffer library

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**1. Adoption of the agenda:**

Adopted as circulated.

**2. Minutes of Previous Meeting:**

Minutes were accepted as circulated.

**3. Debrief on January 16/17 CS&P Visit and January 10 All Staff Meeting:**

Members of the committee observed that the staff meeting on the 10<sup>th</sup> went extremely well. Comments regarding the meetings on the 16<sup>th</sup> were equally positive. Members were pleased with the discussion regarding the importance of both print and digital collection and the importance of teaching spaces within the library but also elsewhere on campus. The meetings concerning both the Archives and Operations proved to be extremely informative. Tours of all Library facilities and the Archives took place on the 17<sup>th</sup>.

**4. Collection Update and next steps:**

The group discussed the concept of a sustainable collection model for the future. In the Library this model would include guidelines about what should be kept on open shelves, in special collections, in local storage, in remote storage or removed entirely from the collection. Initially this would focus on bound journals, but also later include monographs. In the Archives there are similar issues and criteria need to be developed for different levels of storage assuming not everything will be in one building.

**5. Project Schedule:**

CS&P has met with Urban Strategies, the consultants charged with developing the Campus Master Plan. They will work together to align dates for the development of both plans. The steering group reviewed the current schedule for the Library and Archives Master plan, highlighting milestones in the process.

**6. February Workshop:**

There was discussion of the proposed attendee list for this workshop with CS&P. The steering group decided that it would be the right group, with the addition of Associate University Librarian Michael Vandenburg for information technology and additional collection management input. It was felt that the steering group is the right size for good discussion, it was composed to represent stakeholder groups for such purposes and it has the accumulated understanding needed for the discussion.

**7. Information Gathering:**

M. Whitehead reminded the group of the QShare folder containing all of LAMP documents available for their review. It is also available in print form in a binder in the Office of the University Librarian. The information provided to CS&P has been substantial.

**8. Communications:**

Mark Kerr and Robin Moon from Marketing & Communications joined the meeting to seek in put on communications support for the LAMP project. Social media used for the Campus Master Plan (twitter, facebook) will be used to drive people to the LAMP website. There are links between the CMP and LAMP websites. The steering group was asked to suggest questions that could be posed on the LAMP website and via the CMP social media channels, and retweeted by groups such as the AMS. It was agreed that group members would send suggestions to M. Whitehead for coordinating with R. Moon.

M.Whitehead asked for feedback on the proposed LAMP Communications plan she had circulated, which included target audiences, key messages, methods and timeline. Some editorial changes were made.

**9. Other Business:**

None

**10. Next Meeting:**

TBD